

# Registration Problems and Solutions

**\*Please read the following BEFORE you contact an Advisor to ensure you are prepared when you call or e-mail for assistance. This will save time and ensure success with the registration process.**

## Problem

## How to Fix It

<b>Pre-requisite and Test Score Error</b>	You do not have the pre-requisite and you are not permitted to register for this course. *Note - If you have a course from another institution that was permitted for your program and meets the pre-requisites, please contact an Advisor.
<b>College Restriction Error</b>	You are not in the Faculty and need permission to register. Please contact the Faculty. *During registration, there are reserved sections labeled "R" for Family Social Science/Interdisciplinary Healthy students and you must register in these.
<b>Class Restriction Error</b>	You do not meet the credit hour numbers to register for this course. *Note – some courses are experiencing difficulties with this. If you do meet the credit hours, please contact an Advisor.
<b>Time Conflict Error</b>	You cannot register for this course because it is offered at the same date/time as another course you are currently registered in.
<b>No Checkbox or C Error</b>	This section is full or closed for registration. You will have to keep trying. Since the system is "live", if a student drops the course, you can automatically register for the spot.
<b>Duplicate Error</b>	You have already registered for this course in a different section.
<b>Link Error</b>	You are required to register for a lecture and lab. Ensure you are choosing both lecture and lab at the same time before submitting your registration.
<b>Major Restriction Error</b>	You are not in this major and are not permitted to register.

<b>Repeat Exceeds Error 3</b>	You have completed this course with a final grade. Limited Access could apply.
<b>Advisor/Department Head/Instructor Approval Error</b>	You must seek permission for this course from an Advisor/Instructor/Department Head. *Depending on what is specified on the course description pre-requisites, please contact the person accordingly.
<b>NR</b>	It is not your day for registration or you have been away from the university and there is a hold on your account. *Note – if you have been away, please contact an Advisor.
<b>Program Approval HOLD</b>	You did not complete program planning in March/April and are blocked from registering. Choose your courses for Fall/Winter terms and e-mail it to an Advisor to release the hold. *You cannot register until this has been resolved.
<b>Tuition Fee HOLD</b>	Please contact Revenue, Capital and General Accounting at 474-9699. *You cannot register until this has been resolved.
<b>Library Fees HOLD</b>	Please contact the Library with which you have an overdue account. *You cannot register until this has been resolved.
<b>Graduation Declaration HOLD</b>	You are not permitted to register because you have declared that you plan on graduating. If you would like to register for the next session, you must re-apply as a “special student” in a Faculty that you plan on taking courses from.